

## **INSTRUCTIONS FOR VACATING YOUR HOME**

Your home must be thoroughly cleaned when you move out. If you do not clean it, we will pay someone else and their compensation will come out of your security deposit. It is recommended you get the home professionally cleaned as we did upon your move in and can recommend a great company that will do a great job up to industry standards and for as cheap as you could find. If carpets have heavy staining or dirty, soiled, stained, or dyed areas we will have to get them professionally cleaned or replaced and deduct from your security deposit. There is no discount for an attempt to clean. If unit is not as clean as it was upon move in and up to industry standards we will have to get the unit professionally cleaned. We will assess the condition of your apartment by comparing it to the conditions listed on your "Move-In Inspection Sheet". The following are suggestions that will help you obtain the maximum refund from your deposit. If you have any questions, please feel free to contact your resident manager. Our goal is to refund your full deposit but you must complete the below list and leave the home in the same manner in which you received it. Thanks!

### **GENERAL:**

1. Floors in kitchen, bath, and all parts of the home should be mopped, vacuumed or otherwise properly cleaned.
2. Dust on light fixtures, sills, shelves, etc. should be removed.
3. Aluminum sashes especially sliding window tracks should be cleaned.
4. Windows should be washed on the inside. These include all windows in the home.
5. Marks on the walls should be removed including streaks around the heaters. Holes created on all walls need to be carefully filled with wall putty and painted over to match/blend into the surrounding wall and paint so hole is not visible. All scratching in paint need to be touch up painted with proper color.
6. Decks, patios, and garages should be swept and cleaned. Oil spots should be cleaned.
7. Fireplaces, if applicable, should have ashes removed and swept out. Just outside fireplace should also be clean.
8. All carpet and flooring throughout apartment, should be vacuumed and deep cleaned if needed.
9. All landscaping should be in same condition as when you moved in. This includes grass, plants, weeds, and any damage to the landscaping. Dog/pet issues should be resolved.
10. All lights should work, all fire alarms and CO alarms should work as they did upon move in.

### **KITCHEN:**

1. Refrigerator should be defrosted, cleaned, and turned on low.
2. Dishwashers should be cleaned inside and out.
3. Stove should have the oven, pans, broiler grills and shelves thoroughly cleaned. Hood vents should be cleaned.
4. Area behind and under refrigerator and stove should be thoroughly cleaned.
5. Cabinets should have all paper removed and shelves thoroughly cleaned.
6. Exhaust fans should be cleaned.
7. Floors should be mopped and countertops should be cleaned and wiped down. All parts of kitchen should be clean.

### **BATHROOM:**

1. Tub, basins showers, and toilet should be cleaned. All chrome fixtures should be polished.

2. Tile should be washed and grout cleaned of all mildew and soap residue.
3. Medicine cabinet should be cleaned, including shelves and mirrors. All mirrors should be cleaned.
4. Floors should be mopped and clean of all hair, debris, and discoloration.

**BEDROOM:**

1. Closet should be cleaned of all materials.
2. Windows and tracks of windows and seals
3. Blinds should be cleaned and in good working order.
4. Carpet and walls should be clean and in good condition. Any touchup paint or carpet cleaning/replacement will be charged to the tenant unless otherwise noted in move in report.

**LAUNDRY EQUIPMENT:**

1. All soap residue and build-up should be removed.
2. All appliances will be ran and they need to all work as well as when they were received.

**REMOVING ITEMS:**

Be sure to remove all items (personal and garbage) from the unit and storage areas. Any items left in the unit or storage requiring hauling will be charged to your security deposit. Please be careful when moving to not scratch and ding the walls, paint, and door trim. These damages will be deducted from your security deposit.

When finished with your cleaning, contact your resident manager for a walk-through at which time you will fill out your "Move-Out Inspection Report". Be sure to notify the utility companies (power, telephone, cable), return all keys and leave your forwarding address with the post office and the resident manager. Within fourteen days, you will receive your security deposit refund and documentation of all charges.

Your cooperation is greatly appreciated. Thank you and let us know if you and any questions or concerns that need to be addressed and good luck in the future!